Details Job ID: 419

**Title :** Design Specialist III **Job Code :** 1040

**Salary:** \$2,603.00 (Monthly) **Grade:** 10

Tenured: YES

# **Job Departments**

• Administrative Services - Real Property

### **Purpose**

RESPONSIBLE FOR DESIGN EXECUTION AND REVIEW.

# **Required Qualifications**

Education: 2 Year College Degree in Related Field

**Education Substitute:** None

**Experience:** 4 Years of Related Experience

### **Job Required Knowledge**

- 2 YEAR DEGREE MUST BE IN A CONSTRUCTION RELATED FIELD
- 4 YEARS OF EXPERIENCE MUST BE AS DESIGN SPECIALIST II

#### **Job Skills/Abilities**

- MICROSOFT OFFICE
- AUTOCAD
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE
- ABILITY TO CLIMB, BEND AND STOOP

### **Job Duties**

- RESOLVES SPACE ISSUES
- CONDUCTS SPACE ALLOCATIONS
- DESIGNS MAPS
- ADMINISTERS REAL PROPERTY LEASING PROCEDURES
- IMPLEMENTS COURT OF JUSTICE POLICIES AND PROCEDURES
- · PERFORMS ON-SIGHT INSPECTIONS
- COORDINATES MOVES AND SERVICES
- OTHER DUTIES AS ASSIGNED

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